



# City of North Plains

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## PLANNING HANDOUT TYPE II ADMINISTRATIVE REVIEW

### Introduction

#### ***What is an Administrative Review?***

In its basic form, an Administrative Review is simply a process to review land use applications. The steps that include submitting an application, contacting area property owners, making a staff decision and providing notice of the decision. This process applies to several types of requests: such as Minor Design Review, Minor Variances, or approval of accessory structures under 500 square feet. Staff reviews all Administrative applications.

The review ensures the project complies with *North Plains Zoning and Development Code* standards such as setbacks, building height, landscaping, and parking. The planning process also gives other agencies – such as Washington County Fire District or the Oregon Department of Transportation – the opportunity to comment on a proposal.

#### ***Handout Information***

This Handout is intended to help guide an applicant through the City's application process. While comprehensive, an applicant may wish to read the *North Plains Zoning and Development Code* Sections that are applicable to your development proposal, as determined by the city staff. This Handout includes the following information:

- 1) Application Process Steps
- 2) Application Decision Criteria (applicable sections of the *North Plains Zoning Development Code*). Ask staff for applicable Code sections.

Please use the following checklist to guide you through the process. **The steps in bold are those that the applicant must complete.** The City is responsible for the remaining Steps, although an applicant should track each Step. See Code Section 16.170.011 for more information.

- Step 1: Pre-Application Conference** (if required)
- Step 2: Submit the Application & Pay Application Fees**
- Step 3: Notice of Complete Application – Staff has 30 days, however, in most cases, this is usually accomplished within one week of submittal
- Step 4: Staff notifies all owners within 250 feet of the proposal and any applicable agencies of the application at least 14 days before the decision is made.
- Step 5: Decision – Staff has 120 days from date application was deemed complete to make a decision, but this usually takes only 30-60 days.
- Step 6: Notice of Decision – Staff has 5 days from the date of decision to mail a Notice of Decision to the applicant, owner, a person who request a notice, those who provided comments, and applicable agencies
- Step 7: Appeal** – Appeals shall be filed 14 days from the date of the Notice of Decision.

### Decision Criteria

The Planner reviews the request and determines whether the application meets the “decision criteria.” Decision criteria are guidelines, *North Plains Zoning and Development Code* standards or other requirements that apply to a specific application and include regulations governing building height, setbacks, parking, access,

landscaping and the like. For this reason, Department staff will assist the applicant in identifying the appropriate Chapters and Sections that apply to a specific project. An application must comply – to be able to comply with conditions – with all the criteria for the City Planner to approve the request. Once a decision is made, the Department mails written notice of the decision to the applicant, owner, a person who requests a notice, those who provided comments, and applicable agencies.

Applicable *North Plains Zoning and Development Code* chapter to be used as decision criteria for this proposal include:

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*Please contact City Hall if you have any further questions or comments.*